



Non-Merit Job Vacancy Announcement

SECURITY & FACILITIES ADMINISTRATOR

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|--------------------------|-----------------|-----------------------|------------|
| Pay Grade: | 0 | Position Type: | Full Time |
| Salary or Range: | \$38,200 annual | Work Schedule: | M-F |
| FLSA Designation: | Exempt | Work Week: | 37.5 Hours |

Agency: Ky Historical Society
Work Address: 100 West Broadway
Work County: Frankfort

AGENCY COMMENTS:

The Kentucky Historical Society (KHS) is a dynamic, mission-driven organization dedicated to educating and engaging the public through Kentucky history in order to confront the challenges of the future. A state agency and membership organization, we are fully accredited by the American Alliance of Museums. To learn more about KHS go to history.ky.gov.

DESCRIPTION OF JOB DUTIES:

KHS is seeking to fill our Security & Facilities Administrator position. The Security and Facilities Administrator provides management and oversight of the day-to-day facility, security and safety needs of the KHS campus while ensuring a positive experience and high standard of customer service. The position coordinates security, maintenance and IT services with other state agencies and outside vendors to ensure they meet the needs of KHS and its staff. It is the first point of contact for KHS staff, serving as the "voice of the customer" when seeking support and information from these offices. It manages outside contractors in support of the security and facility needs of KHS including maintaining records, invoices and contracts, coordinating project activities and providing scheduling support. It works with KHS supervisors to update and enforce emergency and safety policy and procedures. The successful candidate is self-motivated and able to produce results when working both independently and cooperatively.

MINIMUM REQUIREMENTS:

EDUCATION:

A high school diploma is required; a college degree is preferred.

EXPERIENCE:

Minimum 2 years experience in facility management, project management or a similar position is preferred.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Communication – The ability to write and communicate effectively with staff, volunteers and outside vendors is required.

Computer Skills – Proficiency in basic computer systems such as Excel, Word and Outlook is required.

Work Environment - Must be able to organize and manage multiple projects from concept to completion in a timely manner. Must be willing to work some evenings and weekends.

Physical Demands – Prepare and inspect documents, and make decisions from such; frequent use of computer keyboard and telephone.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 6/8/2016)

[Posted on: 5/24/2016]

To apply, email cover letter and resume to khs.hr@ky.gov. No phone calls. Equal Opportunity Employer M/F/D.

Contact Name:

Contact Method:

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.